

POSITION TITLE

Collections Supervisor

LOCATION

Based at Museums Wellington Collection Store, Ngauranga Gorge and across Museums Wellington sites as required.

POSITION STATUS

Full-time permanent

POSITION OBJECTIVE

The purpose of this position is to provide supervision and management over collection, registration and curatorial projects aligned to our heritage collections plan in the care of Experience Wellington Collections.

CONTEXT

Museums Wellington, comprising of Space Place, the Cable Car Museum, Wellington Museum & Nairn Street Cottage are part of the Wellington Museums Trust (trading as Experience Wellington), a registered charity established by Wellington City Council as a Council Controlled Organisation (CCO) to manage and develop its cultural and arts visitor experiences.

Our purpose is: **Working with and for Wellington to create remarkable art, culture and science experiences that generate vitality: enriching the city we love.**

Our vision is: **Engaged, curious communities**

The **Collections Supervisor** will contribute to the achievement of this vision by actively implementing the Collection Management Procedures and aligning the Collection to the Policy.

KEY RESPONSIBILITIES

1. Ability to supervise, drive and to self-manage offsite Collection projects to completion.
2. To contribute to the safe care and professional management of all collection items in the care of Museums Wellington.
3. Working directly with the Experience Wellington Collection(s) and overseeing the database management system Vernon CMS.
4. To assist the curatorial team to respond to public enquiries as they relate to the Museums Wellington collection management.
5. To assist in the provision of access to the collection for Museums Wellington staff, researchers and the general public when required.

WORKING RELATIONSHIPS

Internal: The **Collections Supervisor** will:

- Be accountable to the Head of Exhibitions and Collections
- Work with Exhibitions and Collections team.
- Work directly with assisting the Curatorial team to access the collection
- Work closely with all departments within Museums Wellington, and in a collegial manner with all other Experience Wellington Staff staff.

External: The **Collections Supervisor** will:

- Develop and maintain positive relationships with individuals, groups and organisations relevant to the work of the Collection including:
 - colleagues in equivalent positions in other cultural institutions particularly in the museum and art gallery sector;
 - key Museum and Trust stakeholders.

DELEGATIONS

Level C

KEY RESULT AREAS

KEY TASKS AND ACCOUNTABILITIES (What needs to be achieved)	PERFORMANCE MEASURES (How it will be measured)
1. Collections	
<ul style="list-style-type: none"> Undertake specific collection and supportive registration tasks including: Monitor the collections in storage; Inventory of collections; Implement the Digitisation of the collection; Clean, pack, photograph, reorganise, relocate and condition report collections; Contribute and assist on the improvement of the Collection Procedures document. Full compliance with policies and procedures is achieved 	<ul style="list-style-type: none"> The Collections are stored within set parameters and any deviation is reported; Accurate inventory is maintained and all items are locatable; Cataloguing is carried out as defined in Collection Management Procedures and Policy; Significance project is carried out as defined in Collection Management Procedures; and Plan Condition reporting and cleaning is carried out to schedule and a report completed on any at risk items. Priorities are regularly assessed against concept and core offerings statement and changes made. Innovation and creativity is encouraged and incorporated into output delivery.
2. Assistance Curatorial Team	
<ul style="list-style-type: none"> Ensure that curators have collections access and data support for the ongoing development of the museum 	<ul style="list-style-type: none"> The work of the curators contributes to the achievement of Museums Wellington outputs for the alignment of the Experience Wellington Collection to the Collection Policy.
3. Information Management and Collections Access	
<ul style="list-style-type: none"> Dealing with enquiries relating to the collections. 	<ul style="list-style-type: none"> Quality is maintained or improved as evidenced through formal feedback (customers, staff, colleagues). Systems and practices are regularly reviewed and updated.
4. Self-Management and Organisation	
<ul style="list-style-type: none"> Provide Supervision to staff so that they strive for excellence particularly in respect of the provision of customer focused service delivery. Plans and manages own workload and works effectively without supervision Prioritises tasks and manages time and resources to ensure desired results are achieved on time, within budget and to required standard Maintains high quality documentation and provides accurate and timely plans and reports as required 	<ul style="list-style-type: none"> Contributes to the Annual Performance Appraisal (APA) which sets out the outputs to be delivered and the performance expectations. Seeks professional development when required. Issues are effectively managed. Works effectively with the team to achieve required outcomes. Feedback from Manager is positive. Timely, informative and accurate reports and documentation prepared and available
5. Relationships	
<ul style="list-style-type: none"> Build effective networks and working relationships with key internal and external stakeholders. Representing the Trust at external forum, presenting a professional and positive image of the organisation. Ensure service delivery exceeds customer expectations. 	<ul style="list-style-type: none"> Network established and positive feedback received regarding relationship. Professional and positive image of Trust. Feedback from customers is that service exceeds expectations.

6. Health and Safety	
<ul style="list-style-type: none"> You actively contribute to the development of a zero harm culture by maintaining personal knowledge of, and following Experience Wellington's health and safety policies, plans and procedures. You ensure that your decision making is aligned with the Trust's health and safety policies, procedures and plans. You model good health and safety behaviours at work. You report concerns about aspects of the work place that may be considered a health and safety risk to you, other workers or visitors. 	<ul style="list-style-type: none"> You are able to respond knowledgeably about Experience Wellington's goal of a zero harm culture and the critical procedures designed to promote health and safety and to prevent harm to workers and visitors e.g. what to do during and after an earthquake and evacuation procedures (measured through the Annual Staff Engagement Survey and Annual Performance Appraisal). Health and safety procedures are followed e.g. hazards are notified, incidents and near-misses are reported. There are no preventable incidents that result in harm or injury to you, other workers or visitors.

PERSON PROFILE

Skills, experience and qualities required for this role:

- Proactive approach, Energy, and resourcefulness.
- Ability to supervise, drive and to self-manage offsite Collection projects to completion.
- Effective and clear written and oral communication skills.
- Ability to have challenging conversations with stakeholders around collection policy, care and management.
- Management competence (low level planning, budgeting and reporting).
- Relevant tertiary qualification –Archive or Museum Studies.
- At least 3 years' experience of working with heritage collections.
- Good understanding of collection management practice in a museum environment.
- Experience in digital archiving of collection objects for identification and publication.
- Knowledge and experience of managing database- Vernon
- Ability to build and sustain relevant networks within the field.
- Ability to supervise the work of volunteers.
- A current full driver's licence (HT licence desirable or willingness to sit licence).
- Understanding of the Principals of the Treaty of Waitangi
- Physical fitness.

Core Competencies – Effective performance in the following core competencies is set out in the Core Competencies Guide attached.

- Commitment and accountability.
- Applying professional expertise/Creativity & Innovation.
- Customer focus.
- Communicating effectively.
- Working together/ Teamwork.

SALARY

Collections Band 1 Negotiable between \$48,005 and \$59,300.

CORE COMPETENCIES GUIDE

Commitment/ Accountability

Effective performance includes:

- Takes responsibility for own performance and development. (Prepares, participates, sets high standards, follows through, and is receptive to feedback).
- Takes responsibility for accurate budgeting and to operate within approved budget and delegated authority.
- Approaches change positively.
- Effectively handles conflicting and changing priorities. Is organized and manages time well.
- Displays professionalism, integrity, honesty and commitment to Experience Wellington's vision and goals.

Applying Expertise/ Professional Expertise

Effective performance includes:

- Maintains currency and applies knowledge/skills/best practice/new technology/cultural and arts sector trends for the benefit of the position and Experience Wellington.
- Shares expertise with colleagues and coaches/mentors new direct report staff.
- Seeks appropriate professional development to enhance knowledge, skills or experience.
- Uses expertise to add value, to improve team or Experience Wellington performance and learns from mistakes.

Customer Focus

Effective performance includes:

- Demonstrates commitment to internal (colleagues) and external customers (visitors and stakeholder) by actively listening and clearly identifying their needs.
- Responds promptly to their needs, goes the extra mile, keeps them informed of progress and follows up.
- Maintains helpful, courteous working relationships, even when the situation makes this difficult.
- Seeks feedback from customers and acts on it (e.g. follow up/refer on, identify and action service improvements).
- Looks for ways of making systems and processes more customer friendly.

Communicating Effectively

Effective performance includes:

- Conveys information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Uses language and behaves in a way that recognizes cultural uniqueness.
- Creates open channels of communication, keeping people informed about events and decisions that affect them.
- Listens actively and attentively (e.g. asks appropriate questions to obtain, understand and confirm information, checks understanding of what others are saying, and observes to perceive underlying issues and concerns).
- Establishes and builds rapport with people at all levels both inside and outside Experience Wellington Institutions to achieve benefits for Experience Wellington.

Working Together/ Teamwork

Effective performance includes:

- Develops cooperative and supportive relationships with colleagues.
- Values, respects and consults team members and acknowledges their contribution.
- Builds enthusiasm throughout projects and encourages others to do the same.
- Participates in problem solving, discussions and communication to resolve differences and conflict.
- Maintains productive networks.
- Is accessible and approachable for colleagues.